

TOWN OF ALLEGANY  
BOARD OF FIRE COMMISSIONERS  
186 West Main Street, Allegany, NY 14706

**October 8, 2015**

The monthly meeting of the Town of Allegany Board of Fire Commissioners was held at 7:00pm in the Commissioner's office of the Allegany Fire Hall, 186 W. Main Street, Allegany, NY 14706.

The meeting was called to order by Chairman Stan Hedden with the following members present: Frank Hall, Ron Lemon, Roy Rogers, Bob Wenzel and Jill Stady. Also present was Rick Stady, Chief and Gordon Scott.

The secretary read the minutes from the September 10<sup>th</sup> meeting. A motion to accept the minutes was made by Frank Hall and seconded by Roy Rogers. Board carried.

The treasurer, Jill Stady reviewed the invoices stated below for October 2015.

The following invoices were audited by the members and presented for payment:

AJE Training Services	\$100.00
ElizaCo. Inc.	\$384.00
Knapp Creek	\$1,516.67
Robert Wenzel	\$400.00
Twin Tier Overhead Doors	\$125.00
Mistras Group Inc.	\$1,772.80
Citizen Printing	\$169.80
Cattaraugus County Public Works	\$258.47
National Grid	\$663.15
Buffamante Whipple Buttafaro PC	\$4,200.00
Time Warner Cable	\$173.21
Scott's Lawn & Landscape Services	\$388.40
Emergency Reporting	\$99.00
Cardmember Services	\$2,254.26
Incident Response & Mitigation Services	\$96.00
Jill Stady	\$600.00
Auto Plus	\$23.62
Generation Consulting, LLC	\$150.00
<b>Total</b>	<b>\$13,374.38</b>

A motion to pay the invoices as presented and transfer the funds from the operating savings to the regular checking was made by Bob Wenzel and seconded by Roy Rogers. Board carried.

Jill also reported the following monthly bank account balances:

- Regular Checking - \$629.20
- Savings - Operating - \$207,747.73
- Savings – Building - \$50,268.00
- Savings – Equipment - \$104,407.31

A motion to accept the treasurer's report was made by Frank Hall and seconded by Bob Wenzel. Board carried.

Jill provided the members with a 2015 Budget vs. Actual Report for October 6<sup>th</sup> 2015. Members accepted.

Jill provided the members with the following items to review:

- 2016 Proposed budget – Budget amount of \$557,360 with the 3% tax cap override. Budget hearing is October 20<sup>th</sup> at 7pm.
- The Code of Ethics policy – (copy attached) a motion to accept the code of ethics as presented was made by Roy Rogers and seconded by Ron Lemon. Board carried. Jill and Rick will present to the members.
- The Procurement Policy – The updated procurement policy was presented as discussed and a motion to accept the policy (updated) was made by Bob Wenzel and seconded by Frank Hall. Board carried.
- Jill informed the members that she took a NYS Comptroller's Office Tax Cap review online. No additional information was presented but was a good review.
- The 2016 Tax Cap filing is complete with the 3% override. The Tax Freeze filing is not available yet but will be filed as soon as it is.
- At the commissioner's training in September, it was suggested that a verbal quote form be used when receiving verbal quotes on products and services. The members suggest Jill to create the form to use and present at the next meeting.
- At the last meeting, Roy asked that a quote was provided by the insurance company on estimated savings if the district was to increase the insurance deductible from \$500 to \$1,000 per incident. A response from Tom Brady stated that the districts estimated savings would be \$825 a year. A motion to increase this deductible was made by Ron Lemon and seconded by Bob Wenzel. Board carried. Jill will relay the message to Tom for the 2016 policy.

Roy Rogers brought to the attention of the members that automatic air fresheners are needed in the restrooms. A motion to purchase the air fresheners from Johnson Distributing was made by Frank Hall and seconded by Roy Rogers. Board carried. Jill will purchase the units and Bob will install.

Bob Wenzel informed the members that the tobacco use and garbage related to tobacco use has become a problem in and around the fire hall. A motion to make all buildings and property owned by the Board of Fire Commissioners become tobacco free as of January 1, 2016 was made by Roy Rogers and seconded by Ron Lemon. Board carried. Jill will create posters.

Rick informed the members of the following items:

- A FOIL request was received for the Buffalo Street fire. Jill spoke with Roy DiRaddo on the legal issues related to it. Jill will acknowledge the request and a formal report will be provided within 20 days. Ray will review the report for legal advice. The members asked Jill to discuss with Ray a cost associated with this report and possible costs to the requesting agent. It was also suggested that a FOIL policy be adopted at the 2016 Organizational meeting. Rick will work with Jill on the request.

- Rick presented the members with a new form used at chimney fires (copy attached). This form will be used after a chimney fire; it states that the home owner or tenant is notified of their rights and obligations according to NYS.
- Rick also presented the members with an Incident Notification Report. This report will be used when the fire department is called to an incident and follow up action or acknowledgement is needed. It provides the owner of the problem and actions to be taken. This form will be review by each officer and available in the trucks.
- Don Peters of Knapp Creek asked Rick if the district was interested in renting the UTV Unit for the 2016 lease contract. The members discussed and will not be renting the Knapp Creek UTV for district purposes. The AFD station UTV will respond if needed. Rick also stated that he reviewed with Don that all Knapp Creek members must wear PPE when at the scene. Rick also asked if Ray DiRaddo could provide a letter stating that Rick is the district chief and needs to receive text pages for the Knapp Creel district. A motion to get a letter from Ray was made by Frank Hall and seconded by Ron Lemon. Board carried.
- Rick stated that the ladder truck ladder inspection did not pass. He stated the pump failed and the ladder had issues with the cables, speed controls, cylinder was leaking on lift and the pin was walking. Rick has the truck scheduled to go to Churchville in a few weeks; parts are on order. It is estimated it will take 2 weeks to repair. It is still safe to operate and train on.
- Rick and Robby Jones have been making upgrades to the computer system. Previously, the system was set up for a home service; it has now been upgraded to a commercial system and should perform much better. It also will provide a seperate use for members and official business and those visiting. It will also provide online video training capabilities. The upgraded cost is about \$500.
- Rick asked the members for rules on being present for the officer's elections in April 2016. It is not stated in the by-laws that a member must be present to run. The members stated that as long as a member signs up to run for an office that he/she does not have to be present at the time of elections.
- Rick asked for approval of a new member application for Warren Hurlbert. A motion to accept the new member application was made by Roy Rogers and seconded by Bob Wenzel. Board carried.

A motion to adjourn the meeting was made by Frank Hall and seconded by Ron Lemon. Board carried.

The next scheduled meeting is November 12<sup>th</sup>, 2015 at 7pm at the Commissioner's office at the Allegany Fire Hall.

Respectively Submitted,

Jill M. Stady, Secretary